

## INDIVIDUAL RESUME FORM FOR KEY PERSONNEL

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER
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PROPOSED POSITION
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## COLLEGE DEGREES

NAME OF INSTITUTION	DEGREE OBTAINED	YEAR	MAJOR(S)	MINOR(S)

## SPECIAL TRAINING AND EDUCATION RELEVANT TO PROPOSED POSITION

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## PERSONAL REFERENCES (OTHER THAN FAMILY, FORMER EMPLOYERS, OR OFFEROR'S COMPANY)

NAME	RELATIONSHIP	TELEPHONE NUMBER	FACSIMILE NUMBER

## WORK EXPERIENCE RELEVANT TO POSITION APPLIED FOR (START WITH MOST RECENT EXPERIENCE)

EMPLOYER NAME	TELEPHONE NUMBER	FACSIMILE NUMBER
POSITION HELD FROM TO (TOTAL YEARS = )	EMPLOYER ADDRESS	
NUMBER AND TYPE OF EMPLOYEES MANAGED OR SUPERVISED		
DESCRIPTION OF DUTIES AND RESPONSIBILITIES, ACCOMPLISHMENTS, AND SPECIAL RECOGNITION		

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OTHER PERTINENT INFORMATION, INCLUDING MEMBERSHIP IN RELEVANT PROFESSIONAL ORGANIZATIONS		